
HEARINGS

HEARING PROCEDURES

**I. SCHEDULING
THE HEARING**

Upon receipt of a written request for a hearing, the request will be acknowledged in writing and the hearing scheduled. If a local hearing is requested, the Regional Office will notify the client or representative in writing of the time and date of the local hearing. The letter scheduling a local hearing will be prepared in duplicate. The original is given or mailed to the client or representative and the copy is filed in the case record. If a State hearing is requested, the State Office will notify the appropriate person in writing of the time and date of the State hearing. The letter scheduling a State hearing will be prepared in triplicate with the original mailed to the client or representative, a copy mailed to the appropriate Regional Office to be filed in the case record, and a copy filed in the State hearing folder.

A hearing pamphlet will be included with the letter scheduling either a local or a State hearing.

The notice scheduling the time and date of the hearing, either local or State, must be mailed to the client at least five (5) days before the day the hearing is scheduled.

**J. ATTENDANCE
AT THE
HEARING**

A State or local hearing is not open to the public. All persons attending the hearing will attend for the purpose of giving information on behalf of the claimant or rendering him assistance in some other way, or for the purpose of representing the Medicaid Agency. All persons attending the hearing will be asked to give information pertinent to the issues under consideration.

**K. WITHDRAWN
ABANDONED
HEARINGS**

The hearing process is initiated by a written request and can be terminated only by a written statement whereby the client or representative withdraws the request for a hearing. A State or local hearing request may be withdrawn at any time prior to the scheduled hearing, or after the hearing is held but before a decision is rendered. The withdrawal must be in writing and signed by the client or representative.